

MINUTES

ACMA PTO

March 10, 2020 | 7:00 p.m. | *Meeting called to order by* Jami Curl

In Attendance

Jami Curl, Kerry Gelhar, Jessie Watson, Lorien Tenney, Jessica Dunn, Karen Tang, Bjorn Paige, Jenny Anderson

Approval of Minutes

The minutes were read from the August meeting and approved. The minutes from January 2020 and February 2020 were approved with a motion by Jami Curl, second of the motion and a vote by attending PTO members.

New Business

Jami Curl introduced the topic of standard meeting agenda. Old Business is the first topic after introduction of PTO members in attendance. New business, including funding requests follows Old Business. Funding request of PTO complete and submit a funding request form, found on the ACMA PTO website and the ACMA PTO Treasurer has notice of the funding request before the next PTO meeting the request will be discussed.

The Spectacular 2020 expense budget and funds raised were reviewed. Total funds raised was \$31,433.00. Total expenses are projected to be \$6571.32; and this includes the reported expenses and the Beaverton School District invoice of \$500.00 for the bus driver and bus rental to be sent out around the 10th day of the month. The net funds are \$24,862.68.

The PTO reviewed observation of this year's Spectacular. It is possible the bus shuttle and lobby hors d'oeuvres are not necessary to carry forward. Neither offering was advertised in the Spectacular 2020 promotional communications. The total ticket sales were similar to the previous year. The \$45.00 ticket price for all performances did not appear to impact ticket sales. The attendees agreed one of the goals for next year should be to increase ticket sales. The feedback from attendees was positive. A desire for more student body participation, such as choir and dancing were expressed.

Jami request PTO members to reach and to confirm PTO budget items not yet requested. The budget line items are attendance to Lionel Hampton by music department (\$4000.00), yearbook (\$2500.00) and Off Center (formerly Abstract) (\$400.00). Conte Bennett is the faculty contact for Lionel Hampton, Margaret Fitzgerald would be contact to connect students for Off Center and Brook Warren is the faculty contact for Yearbook. Lorien will email Brook Warren.

Senior breakfast and party planning are the next ACMA PTO significant support and fundraising events. Jami suggested a continental style breakfast this year because the PTO will not have access to a kitchen this year. The ACMA PAC at the permanent campus has kitchen amenities. The campus on 118th Avenue has a partially covered patio with tables off the Commons.

The PTO discussed options for a senior class party or celebration. The PTO will support planning and fundraising to help with expenses. Jesse Watson shared options she found. The options discussed are:

- OMSI – This includes an overnight party in the OMSI submarine, a day pass, tour and educational events, food, snacks, and drinks. Submarine only, free pass next day. OMSI would require student waiver forms to be signed, event payment and chaperones. There is a minimum attendance fee. The PTO thought this option might not fit a senior party because OMSI provides educational events. The seniors will want a break from education while celebrating their educational accomplishments.

- Participating with another BSD high school. Jesse will attend a Sunset High School Senior Party committee meeting Thursday, March 12, 2020. Also, it could be helpful to learn from other PTO senior party committees.

The PTO discussed senior party planning further. On March 5, 2020, Lorien and Jenny joined a senior class tour of the on-campus graduation location planning led by Bjorn Paige, Kuli'a Ferguson and Margaret Fitzgerald. After the tour Lorien and Jenny asked the attending students to share their thoughts regarding a senior party. The seniors in attendance were not opposed to a 4-hour party or an overnight party. The students shared party with fun events they would enjoy was a primary factor to attending. A few ideas expressed by students included games and music. Lorien developed a survey that can be sent to current seniors and juniors to help with planning for 2020 and begin planning for 2021. Also, attending students would purchase tickets like tickets for school sponsored dances. Although this event is sponsored by the ACMA PTO. The final survey will be shared with Margaret Fitzgerald and she can distribute to the students through email.

Kerry led a discussion of future fundraising ideas. A few ideas include selling Chinook coupon books during the fall of the school years. Selling art available after the Art Is My Voice event. The PTO discussed sponsoring sales at other ACMA performances. Concession when appropriate, ACMA swag sales and raffle baskets were ideas raised and discussed. Additional ideas included a school wide donation campaign distributing red envelopes to collect donations. Another option was to sponsor events off campus such as special event for ACMA at Live Laugh and Love similar to the monthly restaurant night the ACMA PTO Fundraising Coordinator organizes. Fundraising for the remainder of school year 2019-2020 is limited to April – June. The optimistic fundraising goal would be an additional \$12,000.00; and this would allow the PTO to fully fund all budgeted and anticipated requests for faculty and student academics, activities, programs and events.

Committees Reports

1. Teacher Appreciation. Jessica Dunn reported teacher appreciation continues to be successful. The gift cards/certificates from Costco and Whole Foods can be used to fund future Teacher Appreciation activities.
2. Fundraising. There is an opening for PTO Fundraising Coordinator. Until a new Coordinator is announced the PTO Board and Members will fill the need. Karen Tang offered to assist with Restaurant Night if the need is there. Jenny Anderson offered to contact Kathy Leis to understand any scheduling that may have taken place or needs to take place. *[no further Restaurant events this year due to statewide COVID-19 school closure.]*

Budget

Jesse Watson shared the Treasurer's report. Corporate matching for ACMA family donation year to date is \$4400.00 and exceeds PTO goal of \$4200.00. By comparison last year corporate match totaled \$3300.00. This year there has been efforts to share Amazon Smile, Fred Meyer Rewards and Restaurant Night. The ACMA Family Fund, as known as WeAreACMA has not reached this year's goal. The current donation are \$5500.00 and the PTO goal this year was \$18,000.00. Jesse shared this year's PTO Budget added budget line items for many of the PTO funding requests from academic year 2018-2019. As mentioned above in new business a few of the line items have not yet requested PTO fund distribution. Jesse will review the prior year's PTO budget distribution between the months of March to June to better understand likely fund distribution requests. Jesse mentioned working toward a budget reserve might be a good idea to help manage budget line short falls or dips in funds raised.

Jesse led a PTO attendee discussion on ideas to increase concession income. The attendees discussed the sale of the ACMA water bottles. The group agreed a consistent sales schedule before school might be successful. This approach was successful last year toward selling tote bags and notebooks. The PTO Board would take the accountability to develop a

schedule and sign up sheet of PTO Board volunteers to sell water bottles. *[cancelled due to statewide COVID-19 school closure]*

Principal's Report

Principal Paige shared Outdoor School for ACMA six graders has been announced by BSD and will occur April 14-17, 2020 *[cancelled due to statewide COVID-19 school closure]*. The location this year is near Vernonia, Oregon. This is a closer location from last year. As part of the last teacher development day, Principal Paige sought and obtain a grant to hire a psychologist discuss resilience to life adversity. The event was well received, and he would like to repurpose remaining grant funds toward the same presentation for ACMA parent perhaps in May 2020. Principal Paige highlighted a few upcoming ACMA events that are also found at: <https://acma.beaverton.k12.or.us/connect/calendar>.

- Ballpoint Author, Event Thursday, March 12, 2020
- Capstone is scheduled for Tuesday, March 18-19, 2020 *[cancelled due to statewide COVID-19 school closure]*
- Art is My Voice begins the afternoon of April 23, 2020 and will be on display in the campus main first floor hallway and library *[cancelled due to statewide COVID-19 school closure]*
- Open Mic Night, Tuesday, March 31, 2020 *[cancelled due to statewide COVID-19 school closure]*

Next Meeting

Tuesday, April 14, 2020.

Meeting adjourned at 8:48 p.m.